



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

RICHARD J. CODEY
Acting Governor
Commander-in-Chief

☆☆
GLENN K. RIETH
Major General
The Adjutant General

DEPARTMENTAL BULLETIN NO. 2

1 March 2005

**NEW JERSEY NATIONAL GUARD TRAINING CENTER
2005 INFORMATION SHEET BILLETING PROGRAM**

1. AVAILABILITY:

a. New Jersey National Guard Training Center is available for vacation use to the following personnel in the following priority sequence:

- (1) Members of the New Jersey National Guard
- (2) Retired New Jersey National Guard Personnel
- (3) Members of the Senior Army Advisor's/Inspector General's Office
- (4) Civilian Employees of the NJ Department of Military & Veterans Affairs
- (5) Active Duty

b. The applicant must be present each day when other members of his/her group are occupying quarters.

c. Only one military member of each family may apply for vacation use each season. Cutoff time for accepting applications is 1630 Hours on 15 April 2005. A decision on received applications will be made on 3 May 2005. After this date, any weeks that have not been booked, will be on a first come, first served basis.

d. The facilities listed in paragraph 2 are available from 29 May to 2 October. Those dates not picked will be available on a first come, first served basis. The dates available for this year are:

29May-5Jun05	10Jul05-17Jul05	21Aug-28Aug05
5Jun-12Jun05	17Jul05-24Jul05	28Aug-4Sep05
12Jun-19Jun05	24Jul-31Jul05	4Sep-11Sep05
19Jun-26Jun05	31Jul-7Aug05	11Sep-18Sep05
26Jun-3Jul05	7Aug-14Aug05	18Sep-25Sep05
3Jul-10Jul05	14-21Aug05	25Sep-2Oct05

e. Eligible applicants may rent only one unit at a time.

f. In the event of an unscheduled military requirement (Federal or State Mobilization), all approved civilian requests for the time period involved will be canceled with a minimum of 24 hours notice by telephone or written notification.

g. The Training Center Director reserves the right to cancel reservations or vacate the post in the event of a natural or mechanical disaster.

h. The Adjutant General reserves the right to cancel any/all approvals at any time.

2. FACILITIES AVAILABLE:

a. All quarters have a TV with cable, VCR, refrigerator, microwave, quilted spreads, pillows, telephones, coffee pots, dishes, stove, cookware and utensils. Bath linens and bed linens are provided. **Maid Service is not provided.** A brief description of available facilities is given below:

(1) Cottage Quarters: Consists of three units each with air conditioning and heat.

a. Bldg #3 has two bedrooms, double pull-out couch, 1-1/2 bath, living room dining room and kitchen.

b. Bldg #64A has three bedrooms, double pull-out couch, 1 bath, living room, dining area, kitchen and enclosed porch.

c. Bldg#6 has 1 bedroom (2 single beds), double pull-out couch, 1 bath, living room and kitchen.

d. Each cottage has a propane BBQ Grill.

(2) R/V Sites: Nine sites with water, sewer, and 30 amp electric hook-up. Sites are available 15May-16Oct.

a. Minimum of three nights stays from Memorial Day through Labor Day.

b. Campers will be provided with a key to the bathhouse which will be locked from 1930 Hours to 0800 Hours. No smoking is allowed in the bathhouse.

c. No open flames (campfires, torches) are allowed.

d. No discharging of gray water is allowed.

e. No pets are allowed.

f. No tents are allowed.

g. POV's are not permitted on the beach.

(3) Other Facilities/Activities: Crabbing, fishing, playground and picnic tables. No Jet Skis or surfboards are allowed.

3. CHARGE/PAYMENT: The rates listed below will be charged to reimburse the cost of administration, utilities and maintenance associated with the vacation use of the facility. Definition of Users: **OFFICIAL USERS** – Personnel on official business with orders or a memorandum certifying their status. **NON-OFFICIAL/MWR USERS** – Personnel authorized to use the facilities but are not on official duty. **CHARGES ARE AS FOLLOWS:**

(1) Official Users: \$25.00 per day

(2) Non-Official/MWR Users:

- | | |
|-----------------------------|--|
| a. Quarters#3 and Bldg #64A | \$36.00 per night |
| b. Quarters 6 | \$30.00 per night |
| c. Camp Sites | \$15.00 per night (Pop-Ups)
\$20.00 per night (Large R/V) |

4. SUBMISSION AND APPROVAL OF REQUESTS:

a. All requests must be submitted to the NJ National Guard Training Center, ATTN: Billeting Office, Bldg #7, PO Box 251, Sea Girt, NJ 08750 or faxed to 732-974-5969. The request must be submitted on the attached 2005 application. Application must be completed. Telephone requests will not be accepted.

b. Requests may be made for periods of up to seven nights for any one submission. Requests for additional periods of use in the same year will be considered.

c. Cancellations must be made by the authorized users and are non-transferable. Applicants must notify the Billeting Office at least fifteen days in advance for a cancellation.

5. PAYMENTS:

a. Payments must be made by check or money order, payable to NGTC Billeting Fund.

b. All payments must be made no later than Tuesday of the week of your stay.

6. ACTION UPON ARRIVAL AT THE NJ NATIONAL GUARD TRAINING CENTER:

(1) Cottage Users:

a. Check in will be at the main gate after 1400 Hours on Sunday.

b. Check out will be accomplished 1000 Hours or earlier the Sunday of your departure.

c. Leave used beds unmade or stripped, pile dirty towels on floors, empty refrigerator and dispose of garbage in the proper receptacles. You may leave the key at the Gate.

(2) Campers:

a. Check in will be at the Main Gate Noon on the day of your arrival.

b. Check out will be at 1100 Hours the day of your departure.

7. ACTIONS WHILE OCCUPYING QUARTERS AT THE NJ NATIONAL GUARD TRAINING CENTER:

a. Quiet time is observed from 2200 Hours until 0800 Hours. There will be no loud talking, radios, laughter, etc. Common courtesy for all users of our facilities must be exercised. If police officers are called to intervene for any reason, you and/or the guest involved will lose your privileges to use the post.

b. There may be children playing in and around quarters. Driving on post should be done with extreme caution. **The speed limit on post is 20 MPH.**

c. No pets are allowed on this facility.

d. No furniture or equipment will be moved from its present placement.

e. No vehicles of any kind will be driven by unlicensed drivers.

f. There is **NO SMOKING** in any building and/or Quarters on the Training Center.

g. Children playing in and around beach, playground and Museum **must** have adult supervision at all times. Usage of these areas is at your own risk.

8. FAILURE TO COMPLY:

- a. Failure to follow our rules will be cause for your stay to be terminated without refund
- b. We are looking forward to your visit and hope it is a pleasant one.

9. POINT OF CONTACT:

- a. If you have any questions, please contact the NGTC Billeting Office at 732-974-5951 or email us at eileen.foster@njdmava.state.nj.us.
- b. Our 24 Hour Fax line is 732-974-5969.

OFFICIAL:

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

BARBARA DEARDEN
Chief, Administrative Services
Information and Administrative Services Division

DISTRIBUTION: A, A1, A2, B, C, D, E, F

1 Encl

**NJ NATIONAL GUARD
CHARGEABLE QUARTERS
BILLETING APPLICATION**

DATE: _____

Full Name/Rank

OFFICIAL _____

Home/Mailing Address

NON-OFFICIAL _____

City State Zip

RANK/GS _____

Home Phone

ARNG _____

Work Phone

ANG _____

Unit of Assignment

CIV/MAVA _____

OTHER _____

RETIRED _____

ACTIVE _____

Number of Personnel in Party: _____

POV__ Yes __ No License No. _____ Make: _____ Year: _____

Requested Dates: Please list first, second and third choices:

1. _____

2. _____

3. _____

When was the last time you utilized billets at Sea Girt and what Building did you stay in?

ALL LIVING QUARTERS MUST BE CLEANED, CLEARED AND KEY TURNED IN TO THE GATE HOUSE BEFORE 1000 HOURS ON DAY OF DEPARTURE. NO PETS ALLOWED, NO VEHICLES PERMITTED ON BEACH, NO SMOKING IN STATE/FEDERAL BUILDINGS.

I have read and agree with post regulations and hereby request quarters.

(Signature)